



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective
Volume:	X	Forms	Date:
Chapter:	A	Forms	8-11-2015
Subchapter:	1	Forms	
Issuance:	9.38	<b>CP&amp;P Form 9-38, Notification Letter to Parent, Guardian or Caregiver and Alleged Perpetrator, If Child Abuse/Neglect is NOT ESTABLISHED - with Frequently Asked Questions</b>	

Click [here](#) to view, print or complete the CP&P Form [9-38](#), Notification Letter to Parent, Guardian or Caregiver and Alleged Perpetrator if Child Abuse/Neglect is NOT ESTABLISHED on-line.

### WHEN TO USE IT

This letter is sent to the parent, guardian, or caregiver and the alleged perpetrator when a protective services investigation has been completed and the level of finding in the Investigation Summary, DCF Form [2-1](#), completed in NJ SPIRIT, is "child abuse/neglect Not Established."

The purpose of this letter is to:

- provide the parent/guardian/caregiver and alleged perpetrator with an official notification of the results of a protective services investigation - Not Established; and
- inform the parent/guardian/caregiver whether CP&P will be providing further services to the child and his or her family.

### HOW TO USE IT

This letter is prepared by the investigating Worker and signed by the Worker and the investigating Worker's Supervisor. When preparing individual letters, use Local Office letterhead.

**Note:** Workers complete CP&P Form 9-38, in the NJS application. **Next, Workers find CP&P form 9-38 in the DCF Policy Manual.** The Worker prints out (page 2) from the DCF Policy Manual, which is the frequently asked questions (FAQs) page of the updated form. Until this form (with FAQs page) becomes available in NJS, Workers must print the FAQs page and attach it to the NJS form (page 1 from NJS). Once

completed, Workers make a copy of the letter and the FAQ for the case file. Workers mail the letter with the FAQs page to the appropriate person.

**Special Note:** The FAQ page for form 9-38 will be available in NJS in the fall of 2015. Once the updated NJS version (with FAQ page) is available, Workers complete the form in NJS. Upon printing, the FAQ will automatically follow the form. Once this goes live in NJS, the 9-38 will not be utilized in the DCF Policy Manual.

## **TIPS FOR COMPLETING THE FORM**

The Worker:

1. Enters the information listed below in the opening section of the letter:
  - the date the letter is being prepared,
  - the parent's/guardian's/caregiver's name and address, or the alleged perpetrator's name and address, as appropriate.
2. Enter the following information, after "Re:"
  - each alleged child victim's name;
  - the NJ SPIRIT case identification number);
  - the NJ SPIRIT investigation number.
3. Enters the parent's/guardian's/caregiver's or alleged perpetrator's name in the salutation portion of the letter opposite the word "Dear."
4. Enters the information listed below in the first paragraph of the letter:
  - enters the date the Division (SCR) received the allegation/CPS report,
  - enters the name of the CP&P Local Office that was assigned the report for investigation,
  - enters each child victim's name,
  - selects "abused," "neglected," or "abused and neglected," based on the Screening Report (DCF Form [1-1](#)), completed by SCR.

5. Indicates whether or not the Division will be providing further services to the child and his or her family in the third paragraph by:

- selecting will or will not,
- entering the child(ren)'s name(s), and
- selecting his, her, their, or your.

6. Enters the information listed below in the closing of the letter:

- his or her name, and
- his or her Supervisor's name.

The Worker and the Worker's Supervisor sign and send a completed letter to the parent/guardian/caregiver and the alleged perpetrator no later than ten (10) days from the date upon which the finding determination of Not Established was made. The following exceptions apply, as long as a delay in notice does not appear to put the alleged child victim(s) or other children at risk:

- Delay notice, if law enforcement is also investigating the allegation, when notice may impede the criminal investigation; or
- Delay notification when the Deputy Attorney General has determined that notification would impede litigation.

## **DISTRIBUTION**

Important: Mail the letter on the date it is signed.

Original	-	Parent/Guardian/Caregiver
Original	-	Alleged Perpetrator
Copy	-	Case Record